

SECTION II. ACCESS REQUIREMENTS

8. Requirements for Access to Classified COMSEC Information.

a. Access to classified COMSEC information may be afforded U.S. citizens who have been granted a final security clearance by the Government and have a need-to-know as defined in paragraph 3bg, ISM. (Contractor-granted CONFIDENTIAL clearances are not valid for access to classified COMSEC information.) An interim TOP SECRET clearance, however, is **valid** for COMSEC but only at the SECRET level and below. Non-U.S. citizens, including immigrant aliens, are not eligible for access to classified COMSEC information.

b. When a contractor requires access to COMSEC material accountable within a CMCS, it may not be necessary to establish a COMSEC account if an existing COMSEC account is available to support the requirement. However, if it is necessary to request the establishment of a COMSEC account, the procedures in Section 111 of this supplement must be followed.

c. The security clearances of personnel occupying the positions of Facility Security Officer, COMSEC Custodian, and Alternate COMSEC Custodian of COMSEC accounts must be based on a Background investigation (BI) current within five years. The following procedures shall be followed for COMSEC account personnel:

(1) The contractor shall request, in writing to their Cognizant Security Office (CSO), the basis for the current personnel security clearance to include the date of the BI or latest periodic reinvestigation. The letter will identify the individuals by name, social security number and position occupied; that is, Facility Security Officer, COMSEC Custodian and Alternate COMSEC Custodian. The letter response by the CSO to this request **will** be retained as part of the employee's clearance record.

(2) If the individual was not the subject of a BI current within five years, a completed Personnel Security Questionnaire (Industrial) (DD Form 49) and a completed Applicant Fingerprint Card (FD Form 258) will be forwarded to the CSO for these individuals. The employee's COMSEC job title will be shown in the "to be completed by employer", block C of the DD Form 49.

d. Other employees who require access to COMSEC information which is classified SECRET or below do not require a security clearance based on a BI; however, the provisions of paragraph 8a, above, apply.

9. Requirements for Access to Controlled Cryptographic Items (CCIs). Access to **CCIs** will be limited to U.S. citizens whose duties **require** such access. Non-U.S. citizens, including immigrant aliens, may be **authorized** access to CCIS and other unclassified **COMSEC** information and material only with the prior written approval of NSA. However, within the United States, this prohibition does not apply to **non-U.S.** citizens who perform building maintenance or custodial duties in contractor spaces containing installed **CCI** equipment, provided the equipment is not keyed. When **CCI** equipment is keyed, persons who require access must possess a security clearance at least equal to the classification level of any key contained in the equipment.

10. Briefing and Debriefing Requirements.

a. Briefings.

(1) The contractor will ensure that all employees who have a need for access to classified **COMSEC** information **will** receive the **COMSEC** Briefing contained in Appendix II of this Supplement. Additionally, employees who require access to unclassified **COMSEC** keying material, or access to **CCI** equipment that involves accounting, installing, troubleshooting, maintaining, or keying operations will also receive the **COMSEC** briefing. Keying operations include all keying-related changes to the equipment, such as inserting **Crypto** Ignition Keys (**CIKs**), loading electronic key, and updating or zeroizing existing keys.

(2) The Facility Security Officer, the **COMSEC** Custodian and Alternate **COMSEC** Custodian will be briefed by a representative of the Government. Other employees will be briefed by the Facility Security Officer, the **COMSEC** Custodian, Alternate **COMSEC** Custodian or other appropriate individual specifically designated in writing by the Facility Security Officer.

(3) The briefing must include the pertinent parts of the contractor's Standard Practice Procedures covering local procedures for implementing the control requirements of this Supplement.

(4) Personnel who have a continuing need for access to classified **COMSEC** information must be given periodic debriefings, at least annually. In addition to reminding personnel of their continuing responsibility for safeguarding **COMSEC** information, the debriefing must emphasize any specific security deficiencies noted in the interval since the last briefing. The debriefings will be conducted by those individuals designated for initial briefings.

(5) Personnel whose access is strictly limited to unclassified **COMSEC** keying material and/or **CCI** equipment as described in paragraph (1), above, only require an initial briefing.

b. Debriefings. When personnel who have been briefed terminate employment (begin a layoff or leave of absence for an indefinite period, or for a period in excess of 120 days), no longer require, or no longer meet the requirements for access as set forth in this Section, they will be given

an oral debriefing. In the case of termination of employment, the debriefing shall be accomplished prior to the employee's departure from the facility. The debriefing **will**, at a minimum, include the specific points set forth in paragraph 5g, ISM.

(1) The Facility Security Officer, **COMSEC** Custodian and Alternate **COMSEC** Custodian must be debriefed by a representative of the Government. When these individuals remain employed and have been debriefed, the **CSO** will submit a report to DISCO. The report will include the individual's name and **social** security number and **will** inform DISCO that the individual no longer occupies the position of **COMSEC** Custodian, Alternate **COMSEC** Custodian, or Facility Security Officer. An Employee Change of Status Report (DISCO Form 562) will be submitted to the CSO by the contractor.

(2) Other personnel will be debriefed by the Facility Security Officer, **COMSEC** Custodian, Alternate **COMSEC** Custodian or other appropriate individual specifically designated in writing by the Facility Security Officer.

11. Records of Briefings/Debriefings. The contractor will maintain a record of all personnel who have been briefed and debriefed. The record will indicate the name of the employee briefed, the name of the person who conducted the briefing, and the date of briefing(s) and debriefing.

a. For classified **COMSEC** Accounts, the employee's Classified Information Nondisclosure Agreement (Industrial/Commercial/Non-Government) (SF-189A) will be used.

b. For unclassified **COMSEC** Accounts, the record of briefing/debriefing will be maintained for a minimum of five years from the debriefing date.

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